

Seattle Municipal Code:
4.08060 A
Jurisdiction

The Public Safety Civil Service system includes and is limited to, and the provisions of this chapter apply only to police special recruits, police recruits, police officers, police sergeants, police lieutenants, and police captains; and fire fighter pre-recruits, fire fighters, fire lieutenants, fire captains, fire battalion chiefs, and fireboat pilots, fireboat engineers, and assistant fireboat engineers.

Full text of the Seattle Municipal Code can be found at:
https://www.municode.com/library/wa/seattle/codes/municipal_code

(Enter *Public Safety Civil Service Commission* in the search field)



WHERE TO GET MORE INFORMATION:

For additional information about the Public Safety Civil Service Commission, go to:
<http://www.seattle.gov/public-safety-civil-service-commission>

At the site you will find:

- Commissioner Biographies
- Instructions for Filing an Appeal
- Appeal Forms
- The Commission's Rules
- Meeting Dates, Agendas and Minutes
- Links to other Resources and Information

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Accommodations for people with disabilities
provided upon request.



City Of Seattle

**Your Seattle
Public Safety
Civil Service Commission**



SMC 4.08.040 A.

PUBLIC SAFETY CIVIL SERVICE COMMISSION

There is created a Public Safety Civil Service Commission composed of three members. One member shall be appointed by the Mayor, one by the City Council and one elected by and representing employees.



WHO ARE WE?

The Seattle Public Safety Civil Service Commission is an independent board that was established by Ordinance in 1978. The

Commission has three members. One member is appointed by the Mayor, one by the City Council and one elected by and representing employees. Each Commissioner serves a three-year term. An Executive Director and Administrative Staff Assistant staff the Commission.

WHAT WE DO?

The Commission serves as a quasi-judicial body and is responsible for conducting fair, impartial and timely hearings for sworn police and uniformed fire employees involving disciplinary actions, examination and testing, and alleged violations of the City Charter, Personnel Rules and the Personnel Ordinance. The Commission administers oaths, issues subpoenas, receives evidence, compel the production of documents, question witnesses at hearings and issues remedial order as it deems appropriate, and renders decision on employee appeals.

WHO WE SERVE?

The Public Safety Civil Service system includes and is limited to, police special recruits, police recruits, police officers, police sergeants, police lieutenants, and police captains; and fire fighter prerecruits, fire fighters, fire lieutenants, fire captains, fire battalion chiefs, and fireboat pilots, fireboat engineers, and assistant fireboat engineers.

Positions may be exempted from the Public Safety Civil Service when they exhibit the following criteria:

1. Positions requiring a particularly high degree of professional responsiveness and individual accountability; or
2. Positions requiring a confidential or fiduciary relationship with the appointing authority; or
3. Judicial positions requiring insulation as a third branch of government.

4. Exemptions are listed in **SMC 4.13.010-Exemptions from Civil Service and Public Safety Civil Service Systems**.

WHAT TYPE OF ISSUES MAY BE BROUGHT TO THE COMMISSION?

The Commission hears appeals related to Disciplinary Actions:

- ❖ Suspension
- ❖ Demotion
- ❖ Termination

The Commission also hears appeals related to Non-Disciplinary Actions:

- ❖ Reinstatement to Register
- ❖ Exam Eligibility
- ❖ Exam Protest

Appeal forms are available online at:

<http://www.seattle.gov/public-safety-civil-service-commission/appeals-process> or in the Commission Office.

WHEN MUST AN APPEAL BE FILED?



Appeals regarding discipline must be filed **within ten (10) days** of the date of the letter written by the department informing the employee of its **final** decision regarding a *disciplinary* action.

EXAMS AND REGISTERS

Information on the Fire Department and Police Department Exams and Register are located on the Commission website <http://www.seattle.gov/public-safety-civil-service-commission/exam-and-registers> you will also find information on the following:

- ❖ Exam Application and Filing Period
- ❖ Exam Dates
- ❖ Bibliography Sources
- ❖ Fire and Police Registers
- ❖ Exams Analysts and Contact Information



TIME LIMITS FOR APPEALS

Most employees receive notice that they may file an appeal with their written personnel decision. The following are critical times in the appeal process.

- The Commission must receive an appeal regarding discipline within ten (10) calendar days after receipt of letter from the department informing employee of its final decision,
- The Executive Director may review or modify any decision on behalf of the Commission. Parties may request the Commission within ten (10) days to revise or modify the action or decision of the Executive Director.
- The Appellant, the Department and the City's Personnel Director, receive a acknowledgment of receipt letter and copy of the appeal.
- If an attorney represents the appellant or department, the attorney should file a Notice of Appearance as soon as possible.
- The Executive Director of the Commission will schedule a prehearing conference to clarify the issues in an appeal. After the prehearing The Commission will coordinate dates for the hearing at its next Commission meeting.
- The Commission will issue a decision on an appeal within ninety (90) days of the close of the record. A Findings of Fact, Conclusions of Law and an order will be sent to each party or counsel of record.
- A reconsideration of a Commission decision must be requested within ten (10) days of the decision.

The Public Safety Civil Service Commission **Rules of Practice and Procedure** can be found online at: <http://www.seattle.gov/public-safety-civil-service-commission/laws-rules-and-policies>